

**LONG RANGE PLANNING COMMITTEE**  
100 Tri State International Dr.  
Lincolnshire, IL 60069

**December 9, 2024**

**REMOTE PARTICIPATION**

**1. CALL TO ORDER**

The meeting was called to order by Chair. R. Livergood 10:01 A.M.

**2. ROLL CALL**

Attendance:	Present	Absent		Present	Absent
M. Dombrowski	x		S. Reynders	x	
B. Fyolek	x		B. Shepard		x
R. Livergood	x		H. Smith		x
L. Long	x		R. Smith	x	
V. Marshall (left 10:50 A.M.)	x		A. Todd	x	

Also present: J. Bertucci, Park Ridge; R. Malinowski, CCS; D. Wischmeyer, CCS; B. Stoneburner, CCS

**3. ADDITIONS TO THE AGENDA**

None.

**4. PUBLIC COMMENT**

None.

**5. APPROVE MINUTES OF THE OCTOBER 30, 2024 MEETING**

M. Dombrowski MOVED, S. Reynders SECONDED to

**APPROVE THE MINUTES OF THE OCTOBER 30, 2024 MEETING.**

Ayes: Dombrowski, Fyolek, Livergood, Long, Marshall, Reynders, R. Smith, Todd

Nays: None

Absent: Shepard, H. Smith

MOTION CARRIED BY ROLL CALL VOTE

- 6. REVIEW STRATEGIC PLANNING SURVEY RESULTS –** R. Malinowski compiled a summary of the strategic plan survey results that was issued to the committee for review prior to the meeting. Malinowski reviewed the survey results and requested feedback from the Long Range Planning Committee. The

committee agreed it was not necessary to bring in a consultant based on the feedback received. President J. Bertucci will follow up with the director from one library that indicated dissatisfaction with CCS and provide an update. Malinowski reported that the top two themes from free-text response focused on data analysis and digital resource sharing. Based on responses received, the committee agreed to focus on the top 3 priorities and include the 4th as an internal goal:

1. Cultivate a robust data analysis program
2. Optimize digital resource sharing
3. Leverage collective buying power and introduce more system wide services (app, email marketing, analytics platforms, and/or other tools or platforms)
4. Model efficient operations and effective collaboration

Malinowski also shared the non-member survey results. The survey was sent to 18 libraries and CCS received 11 responses. Of the 11 that responded, 7 indicated interest in CCS.

The Long Range Planning Committee agreed that the focus of the February Governing Board meeting will be information gathering and high level discussion of goals. After that meeting, R. Malinowski will draft the strategic plan and send to the committee for review with the plan for the Governing Board to approve the strategic plan at the May meeting.

V. Marshall left the meeting at 10:50 A.M.

- 7. REVIEW POLARIS SURVEY RESULTS** – D. Wischmeyer compiled a summary of the Polaris satisfaction survey results that was issued to the committee for review prior to the meeting. Wischmeyer reported that over 300 CCS library staff completed the survey, sharing their thoughts on LEAP, Staff Client, PowerPAC and Simply Reports. Wischmeyer reported that the survey results show good satisfaction with the Polaris staff interfaces, particularly Leap and the staff client. Lower satisfaction with Simply Reports and PowerPAC indicates the need to explore improvements within those tools or alternate solutions. CCS staff are currently working towards two 2024-25 goals that may address these concerns. Based on the survey results, CCS is recommending renewing the Polaris contract and searching for a discovery layer to be completed prior to ILS renewal.
- 8. NEXT STEPS** – R. Malinowski will email libadmin to extend the meeting time for the February Governing Board meeting, emphasizing that directors should plan to attend and not send alternates. Following the February meeting, the Long Range Planning Committee will convene. B. Stoneburner will work with Chair R. Livergood to coordinate potential dates and then distribute a Doodle poll to finalize scheduling.

## **9. ADJOURNMENT**

Chair Livergood adjourned the meeting at 11:08 A.M.